

## **Private School Choice Programs** **Procedures & Frequently Asked Questions - 2016-17 School Year** **School District Verification**

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The following information is intended to provide Choice Schools with guidance on verifying a student's resident school district.

Please see the section below pertaining to the Private School Choice Program(s) your school participates in. Schools should maintain a screen print or printout that includes the address and school district for your auditor review.

Please also see the frequently asked questions on pages 2-4 for answers to commonly asked questions.

If you are not able to determine a student's resident school district using the methods provided below, please contact the county clerk, city clerk or school district and request an email from them or a letter on their official letterhead stating the school district in which the address is located.

**Milwaukee Parental Choice Program (MPCP):** Schools may use the methods previously available listed below or the other WPCP options on the following page to verify residency within the City of Milwaukee.

- Map It: [http://itmdapps.ci.mil.wi.us/MyMHome/SearchDB2\\_prod.jsp](http://itmdapps.ci.mil.wi.us/MyMHome/SearchDB2_prod.jsp) Addresses that are included in Map It are in the City of Milwaukee.
- Milwaukee Election Commission: <http://itmdapps.milwaukee.gov/electedreps/pollingElectedReps/checkAddress.jsp>. If the address is in the City of Milwaukee, a voting location and office holder report will be displayed.

**Racine Parental Choice Program (RPCP):** Schools may use the previously available method listed below or the other WPCP options on the following page to verify residency within the Racine Unified School District (RUSD).

- RUSD transportation website at <http://205.213.125.57/livewq/webquery/>. Addresses that are in the RUSD transportation website are in the Racine Unified School District.

**Wisconsin Parental Choice Program (WPCP)–addresses in the Kenosha Unified School District (KUSD):** Schools may use the KUSD Boundary website listed below or the other WPCP options on the following page.

- KUSD Boundary Interactive Map <http://www.kusd.edu/schools/school-boundaries>. Addresses that are displayed with a pinpoint on the map are within the district. The message “That location is outside the district boundaries.” is displayed for addresses outside the district. Schools may also use the other WPCP options listed on the following page.

**Wisconsin Parental Choice Program (WPCP):** For the Wisconsin program, the methods below can be used to determine the school district in which an address is located. *Schools may use any of the options below.*

- Copy of property tax bill provided by the parent or guardian. Please note that certain individuals (such as those who rent) may not have a copy of the property tax bill.
- My Vote Wisconsin can be used for addresses where the school district is shown for school board elections. <https://myvote.wi.gov/> Click Regular Voter. Click Address Search. Enter address and click search. Scroll down to the “What's on My Ballot?” section to see if there is a school board election with the school district name.
- County Clerk or County Assessor web Sites:
  - <http://www.wisconsincountyclerks.org/county-clerk-profiles>. Click on your county on the map.
  - [http://www.doa.state.wi.us/Documents/DIR/Land\\_Information/Parcel\\_Initiative/County\\_Contacts.pdf](http://www.doa.state.wi.us/Documents/DIR/Land_Information/Parcel_Initiative/County_Contacts.pdf) Click on your county under the Real Property Lister Link column.
- City Clerk or City Assessor web sites: Search to see if there is an online site for your city that contains property tax bills that include school districts.
- Statewide Parcel Map: <http://www.doa.state.wi.us/Divisions/Intergovernmental-Relations/Land-Information-Program/Statewide-Parcel-Map-Initiative/>. See directions in Appendix A.
- County Land Information:  
[http://www.doa.state.wi.us/Documents/DIR/Land\\_Information/Parcel\\_Initiative/County\\_Contacts.pdf](http://www.doa.state.wi.us/Documents/DIR/Land_Information/Parcel_Initiative/County_Contacts.pdf) Click on your county under the GIS Website Link column.
- Public School District Online Interactive Boundary Map Websites: If a public school district has an online interactive map website, which displays the parent’s address and has a notation on the map (pin, flag, dot, etc.) showing the address is located within the school district, these sites can be used by schools to verify the resident school district. Some examples of these sites are the KUSD Boundary Interactive Map on page 1 and the West Allis-West Milwaukee School Attendance Area site [http://www.wawm.k12.wi.us/district/district\\_information/school\\_attendance\\_areas](http://www.wawm.k12.wi.us/district/district_information/school_attendance_areas).

## **Frequently Asked Questions**

### **1. What should schools do if they cannot find the school district for an address using the methods provided?**

If you are not able to determine a student’s resident school district using the methods provided, please contact the county clerk, city clerk or school district and request an email from them or a letter on their official letterhead stating the school district in which the address is located.

### **2. What documentation do schools need to keep for their records?**

Schools should maintain a screen print or printout of the verification document that includes the address and school district for your auditor review.

**3. Does the parent's name have to match the owner's name on the document used to verify the resident school district?**

The name on the document the school uses to verify the address in which a school district is located does not need to match the parent name on the application. The purpose of the school district verification is to verify the school district in which an address is located. Schools complete a separate residency verification to verify that the parents reside at the address using the proof of residency documentation provided by the parents. Because some parents do not own their residence, their name may not be on the document used to verify the school district.

**4. What if the verification method only shows the school district number and not the school district name?**

If only the school district number is identified, cross reference the school district name on the School District Domain Directory <http://dpi.wi.gov/gis/school-district-domain-directory> and write the school district name on the printout.

**5. What parts of the parent's address must match the address on the school district verification document?**

The following table includes the parts of an address and the requirements for each to match the school district verification documentation.

	<b>Match Required?</b>
<b>Street Number</b>	Yes
<b>Street Direction</b> (North, South, etc.)	Yes (abbreviations are allowed)
<b>Street Name</b>	Yes
<b>Street Suffix</b> (Lane, Road, Avenue, etc.)	Yes (abbreviations are allowed)
<b>Unit/Apartment Number or Unit/Apartment Description</b> (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.)	No
<b>City</b>	Yes
<b>State</b>	Yes, if included (Wisconsin or abbreviation)
<b>Zip Code</b>	No

**6. What if the apartment number, unit, lot number, etc. is not available from the documentation sources to verify which school district an address is located in?**

For some properties (i.e. trailer parks, apartment buildings, etc.), the apartment number, unit number or trailer park lot number may not be available from the verification methods. It is not required that the apartment number, unit number or trailer park lot number be on the school district verification document.

**7. What if the parcel contains multiple properties and a different address comes up when you enter the parent's address?**

For parcels that contain multiple properties (i.e. duplex, townhome complex, trailer parks, etc.), the address may have multiple street numbers in one parcel or have a main address with sub addresses. Schools should look at the county and city assessor web sites to try and connect the main parcel address to the parent's address. Some sites call these sub parcels or child parcels. Schools should keep documentation showing the main parcel address with the school district and the documentation connecting the sub or child parcel to the main parcel.

**8. What if the school determines upon verification that the parent entered the incorrect school district for their address?**

The school district should be changed if it is not correct.

Corrections are made as follows:

***How to correct during the application period:*** The school should tell the parent to change the school district in the application and to re-submit the application.

***How to correct after the application period is over:*** The school should email DPI with the following: student's legal name, student's date of birth, incorrect school district and correct school district. DPI will make the change in OAS and confirm back to the school when the change is completed.

***Parent emails DPI:*** DPI will forward the email to the school, copying the parent, requesting the school to work with the parent to confirm the information. The school will then email DPI with a request to make a change if needed.

## Appendix A - Statewide Parcel Map Directions

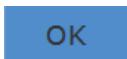
The Statewide Parcel Map Initiative is a multi-year collaborative effort of the Department of Administration, State Cartographer's Office, and local governments.

Directions:

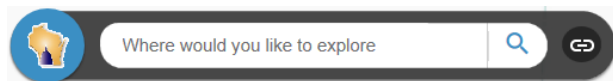
1. Go to: <http://www.doa.state.wi.us/Divisions/Intergovernmental-Relations/Land-Information-Program/Statewide-Parcel-Map-Initiative/>



2. Click



3. Click in the Version 1 Statewide Parcel Map gray box to search for an address.

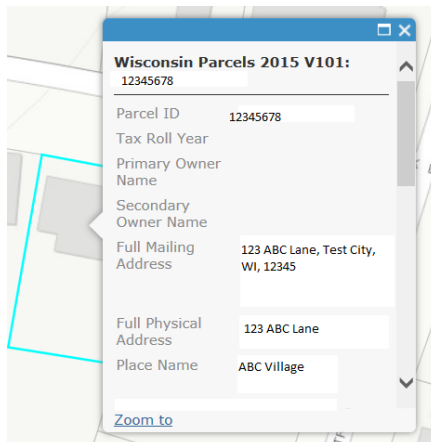
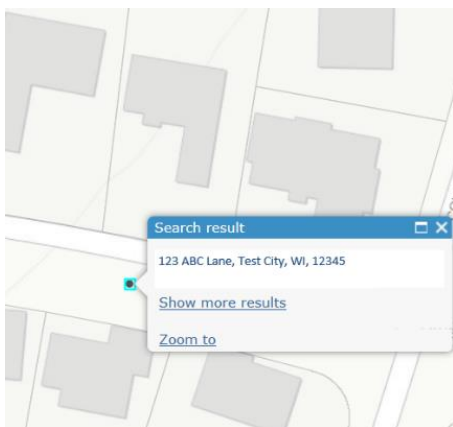


4. Enter address in "Where would you like to explore". Include WI for state as part of the address. Click .

5. The parcel map will display with a blue dot near the address (left picture below).

6. Click on the **gray parcel close to the blue dot** to find the parcel for the specific address. The middle picture below will then be displayed.

7. Click in the **middle box** below to display the full screen view. Print the full Parcel information for your records for a or b below.
  - a. If the school district name is identified, use this to verify the district on the application.
  - b. If the school district number only is identified, cross reference the school district name on the School District Domain Directory <http://dpi.wi.gov/gis/school-district-domain-directory> and write the school district name on the printout.
  - c. If the school district number and name are not displayed, please use an alternative option in the email.



Wisconsin Parcels 2015 V101: 12345678	
Parcel ID	12345678
Tax Roll Year	
Primary Owner Name	
Secondary Owner Name	
Full Mailing Address	123 ABC Lane, Test City, WI 12345
Full Physical Address	123 ABC Lane
Place Name	ABC Village
School District	ABC School District
School District Number	12345
Improved Structure	YES
Total Assessed Value	
Assessed Value of Land	25,000
Assessed Value of Improvements	100,000
Estimated Fair Market Value	
Net Property Tax	
Gross Property Tax	
Class of Property	G1
Auxiliary Class of Property	
Deeded Acres	0.21
County Name	DANE
Load Date	06/08/2015
Parcel Source FIPS	025
Parcel Source	DANE COUNTY